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OFFICE OF TRAINING

NOTICE
NO. 31 58

26 November 1958

SUBJECT: Career Preference Outline Schedule -- 1959

1. Career Preference Outlines for Training Careerists will be submitted for Career Service Board action during 1959 according to the following schedule:

LAS	January 1959
A&E Staff	February
SIC, JOT, PPS	March
25X1A Registrar Staff, SS[redacted]	April
25X1A Off. of DTR, SS/Hqtrs.	May
IS	September
25X1A OS/Hqtrs., OS[redacted]	October
OS[redacted]	November

2. Outlines need not be submitted on individuals who prepared them in 1958 if no changes are contemplated. New outlines should be prepared on individuals who did not prepare them in 1958. School and Staff chiefs are reminded to present a summary of Career Preference Outline accomplishments from the preceeding year. A sample form for the summary of accomplishments is attached for your guidance.

[redacted] 25X1A

MATTHEW BAIRD
Director of Training

Distribution:

OTR School and Staff Chiefs

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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